

Michigan Department of Health and Human Services
Bureau of Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

TOTAL Available	\$1,000,000	Estimate Number of Awards	N/A	RFP Number:	PREVNT-2017
Maximum Award:	\$1,000,000	Minimum Award	\$25,000	Department Bureau	Aging & Adult Services Agency (AASA)
Year 1:	\$1,000,000			Application Due Date: September 6, 2016 by 3:00 PM	
Year 2:	N/A			Funding Source: State of Michigan	
Year 3:	N/A			CFDA#: N/A	
Anticipated Begin and End Dates: 10/1/2016 through 9/30/2017					

Proposal Submission

The RFP grant application and all forms must be submitted electronically via email to Scott Wamsley at WamsleyS@michigan.gov with a copy to Dawn Jacobs at JacobsD3@michigan.gov and Gloria Lanum at LanumG@michigan.gov.

Geographic Service Area: Up to Statewide (*identify city, county, township, village, etc.*)

Title: Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative

Disqualifying Criteria:

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, on or before the application due date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.
- Stay at or above the minimum award amount per agreement year, if provided.
- Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.
- Failure to respond to all sections of the RFP may result in disqualification from the bidding process.
- The minimum proposal request amount under the RFP is \$25,000.

Pre-Application Conference:

Not applicable

Additional Information (e.g., applicant eligibility criteria):

Response to this RFP must be received following the Instructions for Bidders outlined in Section IV and using the required proposal format outlined in Section V. Eligible proposals will be reviewed, evaluated and scored against the RFP requirements and Evaluation Criteria. Proposals must be clear and easily readable.

Authority: P.A. 2080 of 1939
Completion: Mandatory
Penalty: Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

Table of Contents

This Request for Proposal (RFP) provides interested applicants with sufficient information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services/Aging and Adult Services Agency (MDHHS/AASA) and contains the following sections:

Section I.Request for Proposal Policy

Section II..... Grant Program Specifications

Section III..... Evaluation Criteria

Section IV Instructions for Bidders

Section V. Proposal

Section I

REQUEST FOR PROPOSAL POLICY

1. RFP Timeline and Deadlines

Deadline for submitting proposal questions	August 15, 2016
Q & A posted on http://www.michigan.gov/osa	August 19, 2016
Grant application deadline	September 6, 2016 by 3:00 pm
Grants awarded	September 23, 2016

2. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email on or before August 15, 2016 to the following Michigan Department of Health & Human Services/Aging and Adult Services Agency (**MDHHS/AASA**) staff: Scott Wamsley at WamsleyS@michigan.gov with a copy to Dawn Jacobs at JacobsD3@michigan.gov and Gloria Lanum at LanumG@michigan.gov. MDHHS/AASA will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by August 19, 2016 on <http://www.michigan.gov/osa>.

3. Incurring Costs

The state of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

4. News Releases

News releases pertaining to this RFP on the service, study, or program to which it relates may not be made without prior MDHHS/AASA approval.

5. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

6. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement. If subcontracting, the Awarded Grantee(s) must obligate the subcontractors to maintain the confidentiality of MDHHS/AASA's client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work

must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS/AASA may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee(s) is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the Grantee(s). Evaluators of applications will consider the qualifications of both the Grantee(s) and subcontractor when making agreement award recommendations.

7. Proposal Format and Content

See Section IV. Instructions for Bidders

8. Proposal Electronic Submission

Only one application will be accepted from each agency. The application and any related materials and attachments must be submitted electronically via email to Scott Wamsley at WamsleyS@michigan.gov on or before September 6, 2016 by 3:00 p.m. with a copy to Dawn Jacobs at JacobsD3@michigan.gov and Gloria Lanum at LanumG@michigan.gov. Note: Applicants will receive confirmation via email that the proposal was received.

9. Method of Evaluation

Only applications receiving a minimum of 75 points of the total available points are eligible to be considered for funding through the grant program, taking into account the available budget for this RFP. The applications are ranked by score. An application will be evaluated on the basis of the evaluation criteria identified in the RFP. A committee will review, evaluate and score the applications against the RFP requirements and Evaluation Criteria (RFP Section III). Applicants must respond to all sections of the RFP. Failure to respond to every section may result in disqualification from the bidding process.

MDHHS/AASA reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:

- . Reliability
- . Applicant's past performance
- . Applicant's ability to respond to all requirements outlined in the RFP
- . Financial stability
- . Continuity and stability in provision of service
- . Knowledge transfer activities

If MDHHS/AASA determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS/AASA, MDHHS/AASA reserves the right to not award an agreement to that applicant.

10. Clarifications

MDHHS/AASA may request clarifications from one or more applicants. MDHHS/AASA will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and provides an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS/AASA will re-evaluate the applications using the original evaluation method.

If it is determined that an applicant purposely or willfully submitted false information, the applicant will not be considered for award, the state may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.

11. Reservations

MDHHS/AASA reserves the right to:

- A. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS/AASA's subsequent receipt and evaluation of an application does not commit MDHHS/AASA to award an agreement, even if all the requirements in the RFP are met.
- B. Consider late applications: (i) if no other applications are received; (ii) if there are no complete applications received; (iii) if MDHHS/AASA received complete applications, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award.
- C. Consider an otherwise disqualified application, if no other qualified applications are received.
- D. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP.
- E. Evaluate applications using a method that establishes the relative importance of each deliverable.
- F. Consider applicants' prior performance with the state in making its award decision.
- G. Consider overall economic impact to the state when evaluating the application pricing and in the final award recommendation. This includes, but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.
- H. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.

- I. Refuse to award an agreement to any applicant that has failed to pay State of Michigan taxes or has any outstanding debt with the State of Michigan.
- J. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- K. Award multiple agreements, or award by agreement activity.
- L. Evaluate the application outside the scope identified under Method of Evaluation (Section I. 9.) in the event that MDHHS/AASA receives only one RFP response.

12. Award Procedure

The minimum grant award amount under this RFP is \$25,000. MDHHS/AASA will notify applicants recommended for funding via email. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved with revisions required, the applicant will be notified that the application requires revisions. Revisions should be submitted to Scott Wamsley at WamsleyS@michigan.gov with a copy to Dawn Jacobs at JacobsD3@michigan.gov and Gloria Lanum at LanumG@michigan.gov.

13. Protests

An applicant agency that has been denied funding shall have the right to protest for reconsideration. The protest is limited to disagreement with the reasons for which the denial of funding was made. Information that was required that could have been provided but was not at time of application is insufficient reason for protest. Protests must be received in writing no later than 3:00 p.m. on the fourth business day following receipt of the denial notice. If the protest due date falls on a holiday, protests will be due by 3:00 p.m. on the next business day. Protests submitted after the deadline will not be accepted. MDHHS/AASA reserves the right to adjust this timing and will publish any change at <http://www.michigan.gov/osa>. Submit protests via email to Scott Wamsley at WamsleyS@michigan.gov with a copy to Dawn Jacobs at JacobsD3@michigan.gov and Gloria Lanum at LanumG@michigan.gov.

14. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

15. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS/AASA. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties in the event that the application is approved for funding. Applicants should review the agreement in advance of submitting an application.

16. Registering on the Contract & Payment Express Website

To receive payment from the State of Michigan, a Grantee(s) must be registered as a vendor on the Contract & Payment Express website <http://www.cpexpress.state.mi.us> which links to the Michigan Administrative Information Network (MAIN).

17. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current state of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official state responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the MDHHS/AASA under the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative grant program as described in this RFP. The specifications described in this RFP provide helpful information for developing the application. The required documents for the completion of this application are available on the MDHHS/AASA website: <http://www.michigan.gov/osa>.

1. Match Requirements

A match is not required for this program.

2. About the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative

Vulnerable adult abuse, neglect and exploitation are some of the fastest growing crimes in Michigan impacting an estimated 90,000 adults each year at significant financial and human cost to our citizens and our service systems, including Medicaid and Adult Protective Services. Despite recent abuse prevention and education efforts, national data reveals that less than one in 10 cases are brought to the attention of authorities, with this ratio increasing as high as one in 25 for financial exploitation cases. Recent studies also highlight an even more frightening reality for vulnerable adults with disabilities or cognitive deficits – almost half of this group report being victimized. As demonstrated by Governor Snyder's support of elder abuse prevention efforts in his Special Message on Aging in 2014, Michigan has taken aim at this problem over the past two years by developing and implementing strategies to decrease the likelihood of elder abuse, neglect, and exploitation by implementing tools and systems to prevent abuse, better protect older adults, reduce strain on public assistance, and prepare Michigan to leverage funds under the Elder Justice Act.

3. Purpose of the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative

The purpose of this grant is to support new or ongoing elder abuse prevention and detection efforts; raise awareness through education; identify and replicate best practices; and provide trainings in the areas of elder abuse laws, reporting and screening. Proposals for grant funding may include, but are not limited to, the following areas:

- Supporting the investigation and prosecution of elder abuse, neglect, and financial exploitation cases by providing training and resources to local investigators and prosecutors;
- Supporting the protection of elder abuse victims by improving identification of abuse and enhancing responses and outreach to victims;

- Developing elder abuse prevention systems based upon standardized data collection and a core set of service provision standards and best practices;
- Supporting a coordinating council focused on elder abuse prevention activities and best practices;
- Developing public awareness campaigns with clear and consistent messaging to raise awareness and better the understanding of elder abuse, neglect, and exploitation;
- Developing training to educate stakeholders across multiple sectors and disciplines on preventing, detecting, intervening in, and responding to elder abuse, neglect, and exploitation;
- Preventing, detecting, and responding to elder financial exploitation through enforcement activities, policy initiatives, coordination, oversight, and education and by collaborating with partners to enhance fraud detection and provide resources for victims; and
- Improving screening for diminished capacity, diminished financial capacity, and vulnerability to or victimization of financial exploitation.

4. Definitions

N/A

5. Funding Priorities

Program requests should identify how the applicant agency's proposal to develop and/or enhance the prevention, detection, response to, and/or awareness of elder abuse, and support increased accountability and prosecution to those who abuse the elderly population in the proposed service area. The proposal should identify measurable objectives, metrics, and outcomes, where applicable.

6. Allowable Expenses

Direct Costs

- Salary, Wages and Fringe Benefits
- Travel (e.g. to support meetings, trainings, campaigns, task force/workgroups, etc.)
- Supplies and Materials
- Contractual (Subcontracts/Subrecipients)
- Equipment
- Other Expenses (e.g. to support trainings, campaigns, marketing, events, task force/workgroups, administrative fees, audits, occupancy, insurance, etc.)
- Indirect Costs (using approved federal indirect rate or use a 10% de Minimis rate)
- Other grant related expenses as approved by MDHHS/AASA.

7. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to meet the following:

A. Population Requirements

- i. Grantee(s) must demonstrate the ability and willingness to serve a target population of older adults and persons at risk of elder abuse.
- ii. Grantee(s) and/or contractual partners must demonstrate the ability to be contiguous and cover all counties, town or cities in the proposed area.

B. Organizational Requirements – Grantee(s) must:

- i. Be an expert in elder law and/or elder abuse prevention, detection and/or prevention training.
- ii. Have the ability to enter into a grant award agreement with MDHHS/AASA.
- iii. Have experience serving older adults.

8. Geographic Area

The applicant shall describe the proposed service area and the services that will be provided in the proposed geographic service area.

9. Credentials

The Grantee(s) shall assure that appropriately credentialed, qualified and/or trained staff under its control, including Grantee(s) employees and/or subcontractors, shall perform functions under the Agreement.

10. Expected Performance Outcomes

During the Agreement, the Grantee(s) shall demonstrate measurable progress toward one or more of the outcomes listed below:

I. Development of an integrated elder abuse reporting system

- A. Enhance/continue work on developing an appropriate software solution. This may include designing and testing a program/system and/or using an off-the-shelf system.
- B. Initiate or continue current efforts to identify barriers to an integrated reporting system. This should include a focus on determining how to remove barriers, e.g., changes in the law or data-sharing, etc.
- C. Initiate or continue development of a screening and referral system with a focus on improved coordination with Adult Protective Services. This may include testing or enhancement of screening & referral system functionality.
- D. Develop a screening matrix to be used in compiling elder abuse or neglect data to a central repository. Create/enhance a screening matrix to be used in conducting a statistically valid statewide survey to develop population estimates of:
 1. Incidence (how many elder abuse cases per year)
 2. Prevalence (how many seniors have experienced abuse)
 3. Underreporting (how many cases did not get reported)

Resulting survey information could be used to provide support to enhance efforts to target abuse prevention in communities and groups at greater risk. This effort

may also allow for a greater understanding of the scope and degree of the problem and seek additional funding or effect policy change(s).

- E. Work with Adult Protective Services and other reporting agencies to find common areas to improve data collection on elder abuse and/or neglect.

II. Support abuse detection and reporting training for financial services employees

- A. Work with groups or associations that represent financial institutions to create an effective elder abuse prevention education campaign.
- B. Create materials and tools to improve abuse detection and training efforts for bank tellers or other financial services employees (e.g., quick reference card).

III. Support interdisciplinary investigative teams at the local level

- A. Create or develop collaborative groups that include legal, medical, and financial expertise to work with local investigative teams to improve the prevention and prosecution of elder abuse cases.
- B. Create a standardized toolkit for establishing and supporting interdisciplinary investigative teams (e.g., how to effectively run one of these teams).
- C. Provide ongoing technical support and assistance to establish, promote, and/or operate an interdisciplinary investigative teams.
- D. Support the development of an online portal for communication and information sharing between teams across the state and information sharing between members of the same team.

IV. Increase elder abuse identification and reporting

- A. Train medical professionals, private companies that provide in-home services and community based services, waiver agencies, nurses and social workers on the identification of elder abuse.
- B. Utilization and/or training on new technologies (e.g., applications for tablets, smartphones, etc.) to expand their use/deployment for screening and/or reporting elder abuse (e.g., medical professionals reporting elder abuse codes in medical billing and charts, etc.).
- C. Build a sustainable train the trainer model to address elder abuse identification and reporting.
- D. Build partnerships with organizations and/or universities involved in training or education on elder abuse prevention.

V. Create/enhance/support a program that addresses elder abuse detection, prevention and/or education at the state or local level. Projects under these outcomes may include but is not limited to:

- A. Create and propose local programs that supports the goals and intention of this PREVNT Initiative grant.
- B. Supporting a coordinating council focused on elder abuse prevention activities and best practices.

- C. Initiate or continue development of a project that supports the coordination of PREVNT activities with other existing programs and services (e.g., Older Americans Act, Title III-B Legal Services, etc.) focused on elder abuse prevention, detection, reporting and/or assistance in order to expand, enhance, better coordinate, improve and/or expand the availability of services and/or supports.

11. Reporting Requirements

The successful applicant will submit:

A. Programmatic Status Reports

Awarded Grantee(s) will carry out this program under the direction of MDHHS/AASA. The grantee(s) shall submit quarterly programmatic status reports to MDHHS/AASA throughout the agreement period in addition to an annual cumulative report. Grantee(s) must have sufficient technology to accurately record, develop, and electronically submit the reports on all required services in the agreement. The reports must be in MS Word or PDF format.

Grantee(s) must report, but is not limited to, the following information areas as applicable:

- . A written narrative report describing progress performance made towards the program's goals, objectives, and tasks/activities
- . Challenges or deviations from the approved program plan
- . Service activity reporting
- . Statistics/data collection/analysis/evaluation
- . Contracting participants in the program
- . Number of contracting partner meetings/trainings
- . Accomplishments/completion of tasks/outcomes/deliverables
- . Status of workgroup programs
- . Other program information as specified in the project Statement of Work plan
- . Other written documents/reports as agreed upon by both parties in the signed agreement

Grantee(s) must work with MDHHS/AASA to design a report format. MDHHS/AASA staff will approve each format for programmatic status reports. MDHHS/AASA reserves the right to migrate the reporting requirements to an electronic system during the project period.

B. Financial Status Report

The Financial Status Reports (FSR) must be submitted to MDHHS/AASA electronically by the 15th of the following month. MDHHS/AASA will provide awarded Grantee(s) with the required FSR form. The monthly FSRs must reflect the total actual program expenditures, regardless of the source of funds.

Reimbursement from the MDHHS/AASA is based on the understanding that MDHHS/AASA funds will be paid up the total MDHHS/AASA allocation as agreed to in the approved budget. MDHHS/AASA funds are first source after the application of fees and earmarked sources unless a special local match condition

exists. The Grantee(s) must submit expense reimbursement requests in manner and format provided and approved by MDHHS/AASA.

12. Data Collection

The successful applicant will maintain:

A. Management Information System Data

Grantee(s) must maintain a management information system in cooperation with MDHHS/AASA. This system is to include collecting basic demographic data about the users of the service and other important data such as a source of referral, response time to first contact, duration of treatment, etc., as agreed to by MDHHS/AASA and Grantee(s).

B. Directory of Qualified Contracting Partners

Grantee(s) will maintain a directory of all its qualified contracting partners in this system and make the directory available to MDHHS/AASA. Grantee(s) must maintain an accurate and up-to-date list of qualified contracting partners.

C. All data collected for the agreement will become the property of MDHHS/AASA.

Section III

EVALUATION CRITERIA

Eligible proposals will be reviewed, evaluated and scored against the RFP requirements and the Evaluation Criteria. The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for funding. The maximum number of points for each of the categories is as follows:

<u>Category</u>	<u>Total Points Possible</u>
CATEGORY A. Synopsis	15
CATEGORY B. Statement of Work	65
CATEGORY C. Budget	20
<u>Total</u>	<u>100</u>

The review committee will evaluate and score applications using the following review questions:

CATEGORY A. Synopsis (Maximum 15 points)

- Does the proposal provide an overview of the project that describes the need, purpose, activities of the project for which funds are being requested?
- Does the proposal describe how the project is consistent with and supports the purpose and goals of the PREVNT Initiative as described in the RFP?
- Does the proposal describe the stage of development of the proposed project (planning phase, implementation phase, expansion phase, etc.)?
- Does the proposal describe the expected outcomes of the project?

CATEGORY B. Statement of Work (Maximum 65 points)

- Does the proposal provide a work plan and scope of work to describe how, when and by whom the work will be accomplished, and a delineation of services to be performed by the applicant and any subcontractor(s)?
- Does the proposal describe how the project incorporates one or more of the expected performance outcomes listed in this RFP, and how the project will accomplish and/or support the performance outcome(s)?
- Does the proposal describe deliverables and outcomes, including a clear and accurate description and the relative importance of each deliverable to the project?
- Does the proposal describe the applicant's experience administering, managing and/or providing the services and activities included in the proposal?
- Does the proposal describe the target population(s) and geographic area the project proposes to serve?
- Does the proposal describe the applicant's prior experience with, service to, and knowledge of the populations identified in this RFP and the qualifications of both the applicant and any subcontractor(s)?

- Does the proposal describe the applicant's qualifications, capacity, and skills to administer the proposed project in accordance with the RFP requirements, e.g., status and activity and financial reporting?
- Does the proposal describe the applicant's ability to collaborate with, or otherwise utilize relevant resources within the local community to enhance project outcomes?
- Does the proposal describe the anticipated opportunities, concerns, and/or challenges to the proposed project, and the plan for addressing concerns and challenges?
- Does the proposal describe the project plan for data collection/methods, security, analysis, evaluation, and reporting of conclusions?
- Does the proposal include an organizational chart and description of key project personnel (name, title, role in project, email, and direct telephone number), including the agency authorized individual/officer, project manager/project assistant, financial officer and other key personnel/staff?
- Does the proposal describe the sustainability plan for the project beyond the funding period?
- Does the proposal include a completed and attached Statement of Work Template document that is consistent with the deliverables, services and activities described in the Category B. Statement of Work narrative section?

CATEGORY C. Budget (Maximum 20 points)

- Is the amount requested in the proposal \$25,000 or greater?
- Does the proposal include a budget narrative that describes the uses, need and purpose for the resources and costs included in the project budget?
- Does the proposal include explain why each of the requested budget items is necessary to accomplish the supported project activity(s).
- Are the resources and costs included in the proposal allowable, reasonable and necessary to accomplish the work plan and terms of the agreement?
- Did the proposal include a completed Program Budget Summary B.1. and Program Budget – Cost Detail Schedule B.2. forms (if applicable, complete a separate B.2. form detailing In-kind contributions)?
- Are the resources identified in the synopsis and/or work plan sections of the proposal consistent with those in the budget and budget narrative?

Section IV

INSTRUCTIONS FOR BIDDERS

Bidders must complete Section V electronically, and attach additional pages if necessary. If additional pages are added, the related category should be indicated at the top of the page with an attachment number. The pages should be numbered in sequence under each attachment. (For example, Category: Project Synopsis, Attachment A, page 1 of 4, page 2 of 4, etc.)

Bidders are expected to use the form and format provided in Section V to complete the proposal. Under each category in Section V, there is a box titled "Bidder Response" for bidders to respond to each question. Font size should be no smaller than 12 point. Each box will automatically expand according to the amount of text entered.

The electronic submission of a proposal will constitute the intent to bid for services. The proposal must remain valid for at least 90 days.

Budget Instructions

Complete the DCH-0385 and DCH-0386 budget attachment included with this RFP.

- Prepare the budget using whole dollars.
- Dollars may be used to contract with partners to help reach the plan's goals.
- Provide a narrative to justify the budget.
- The approved 12-month budget total will be considered the agreement value for the full year of the agreement.

Indirect Costs

If the budget includes an indirect cost rate, the bidder must provide documentation of how the rate was determined. The Grantee is allowed to use an approved federal indirect rate in their budget calculations and financial status reporting. If the Grantee does not have an existing approved federal indirect rate, they may use a 10% de Minimis rate in accordance with Title 2 Code of Federal Regulations (CFR) Part 200 to recover their indirect costs. If an indirect rate is applied to the proposal submitted for this RFP, the approved indirect rate should be identified on the DCH-0385 and DCH-0386 budget forms attached this RFP.

PROPOSAL SUBMISSION CHECKLIST

A complete RFP grant proposal will include the following Contents/Categories to be completed following the proposal format outlined in Section V of this RFP and must include the necessary and applicable attachments listed below:

Proposal Contents & Categories

Proposal Cover sheet & Disclosures - (Section V. pgs. 1-4)
CATEGORY A. Synopsis - (Section V. p.4)
CATEGORY B. Statement of Work - (Section V. pgs. 5-6)
CATEGORY C. Budget - (Section V. p.6)
Statement of Work Template - (Section V. p.7)

Attachments to Proposal

DCH-0385 Program Budget Summary B.1.
DCH-0386 Program Budget Cost Detail Schedule B.2.
Federal Indirect Cost Rate Determination (if applicable)
Organizational Chart
Additional RFP Response Pages (if necessary/applicable)
Letters of Support/Agreement (optional/if applicable)